

**STATE CIVIL SERVICE**BYRON P. DECOTEAU, JR.  
DIRECTORMINUTES/ACTIONSCOMPREHENSIVE PUBLIC TRAINING PROGRAMPOLICY BOARD MEETINGTHURSDAY, MARCH 1, 20182 P.M.

THOMAS JEFFERSON ROOM, SUITE 1-136-A/B, FIRST FLOOR, CLAIBORNE BUILDING, 1201 NORTH THIRD STREET, BATON ROUGE, LA.

- Roll Call

**The Comprehensive Public Training Program Policy Board convened its meeting with a quorum at 2:00 p.m., on Thursday, March 1, 2018. Present were board members Marie Anders, Terrence Ginn, Vice-Chair Jerry Guillot, Lilibeth Lavinghouse, Dana Le Bherz, Connie Nelson, Chair Melinda Robert, Cheryl Schilling, and Shannon Templet.**

- 1) Introduction of New Board Members:

Board Chair, Melinda Robert, introduced two new board members: Shannon Templet, representing the Louisiana House of Representatives, and Connie Nelson, representing the Office of the Governor.

- 2) Election of Board Chair/Vice-Chair:

Melinda Robert was re-elected Chair and Jerry Guillot was re-elected Vice-Chair.

- 3) CPTP Certificates:

The board approved the nominees for the Professional Trainer Certificate: Monica Smith, LDH/OCDD, and Karen Austin, DCFS.

- 4) Status Report:

Please see the attached PowerPoint.

<http://www.civilservice.louisiana.gov/files/divisions/Training/CPTPolicyBoardMeeting030118.pdf>

Glyn Hays, TD Assistant Director, presented the information to the board.

- 5) Status Report:

SCS Director, Byron Decoteau, Jr., informed the board that the CPTP unit has been expanded by attrition in other units because the demand for training has increased. Also, SCS has a representative on the sexual harassment task force. Legislation could impact CPTP. The committee questioned why CPTP charged municipalities for copies of the Preventing Sexual Harassment course. The board may need to re-evaluate its pricing policy, depending on legislation.

6) **Discussion:**

Glyn Hays, TD Assistant Director, led the board in a discussion which highlighted a few key points: marketing needs to be increased and there should be improved follow-up after training.

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**There being no further business, the meeting adjourned at 3:03 p.m., on Thursday, March 1, 2018.**

**Respectfully submitted,**

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**Byron P. Decoteau, Jr., Director**

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**Melinda G. Robert, Chair**